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**Role description for appointment of a trustee to act as Company Secretary and Compliance Officer for the London Handel Festival**

**Overview**

The London Handel Society is a charity dedicated to the celebration of the life and work of composer George Frideric Handel. Our core charitable and artistic objectives are to explore the full repertoire of Handel, to nurture emerging talent, and to bring Handel’s music to broader audiences. Each year we present the prestigious London Handel Festival comprising some 40 events held in venues across London in March and April, celebrating Handel’s extraordinary creative life in the city which he made his home.

See <http://www.london-handel-festival.com/>

Many performances in the London Handel Festival are directed by our Musical Director, Laurence Cummings with the London Handel Orchestra, which includes some of London's best professional baroque players, led by Adrian Butterfield.  We also work with the finest baroque groups from the UK and internationally, including Early Opera Company, Opera Settecento and La Nuova Musica. We also work regularly with all four London conservatoires to give performance opportunities to talented students.

*“Handel has never had it so good in his adopted city.”* [Hugh Canning, Sunday Times, 2018]

Our major artistic and charitable objectives are to:

* play a major role in the revival of interest in Handel’s music, including his rarely-performed operas and oratorios;
* nurture emerging talent and provide meaningful support for exceptional young singers, mainly through our international Handel Singing Competition;
* provide opportunities for all members of the community to come and listen to Handel’s music and take part in workshops and education work

The current leadership team are now planning to build on this success to take the Festival to an entirely new level, reaching more people and putting on more performances than ever before.   We aim to become one of the capital’s leading classical music events, with a reputation for excellence, innovation and inclusivity.  In order to realise this ambitious aim, we are looking to recruit new talent to our Board and Advisory Council to support the running of the Festival.

**New appointment**

We are seeking to appoint a trustee to act as Company Secretary and Compliance Officer (“CSCO”): The role is voluntary and unpaid. Like all trustees, the CSCO will also be a company director under the Companies Act 2006.

**Responsibilities**

The CSCO will be responsible for the following matters:

* scheduling and organising Board meetings and compliance calendar
* filings required by Companies House
* filings required by the Charities Commission
* the risk register
* maintaining and renewing our insurance policies
* compliance with and policies covering the law and regulation relating to:
  + data protection, including all requirements and filings required by the Information Commissioner’s Office (ICO)
  + health and safety
  + volunteer management
  + child protection
  + staff and volunteer welfare and training
  + freelance musicians
  + other policies determined by the Board
* Monitoring new directives and guidance issued by the Charity Commission over time, reporting these to the Board and ensuring procedures are adapted accordingly.
* Providing an update on compliance at each meeting of the Board
* On-boarding new trustees

The CSCO will be expected to build and maintain a close working relationship with the Board as a whole including in particular the Chairman, Deputy Chairman and Treasurer.

The role will require attendance at the regular meetings of the Board, which typically meets 5-6 times a year. The CSCO will also be a member of the Finance and Governance sub-committee of the Board.

**Qualifications**

Our needs with regard to the areas of responsibility listed above are not overly complex.

While prior experience working in a similar role in the private, public or third sector is helpful, absence of specific expertise across every one of the areas listed should not discourage applicants. We see enthusiasm for the role and a willingness to contribute to a high standard as more important than specific expert knowledge in each field. Our Board already works as a team and comprises individuals with specific expertise who are able to provide support if required.

An interest in classical music, including Handel, is welcomed but is not essential.

**How to apply**

To apply or find out more, please send your CV and covering letter by email to orchestra@londonhandelfestival.org.uk. A short list of candidates will then be selected for interview by the Chairman and other Board members in order to determine the final appointment. The closing date for applications is 30 September 2020.

We are committed to increasing diversity on our Board to reflect our society and the communities we currently serve and those we wish to reach. We welcome first-time trustees who are passionate about music and want to make a difference.